

**ARIZONA STATE SCHOOLS FOR THE DEAF AND THE BLIND
POSITION DESCRIPTION**

POSITION TITLE: HR SENIOR ANALYST

POSITION LOCATION: Agency, Human Resource Management and Development

POSITION REPORTS TO: Director of Statewide Human Resources

POSITION SUPERVISES: HR Technician

SUMMARY OF WORK:

A lead analyst who administers and supervises high level complex human resources work in the areas of classification, compensation, and HR information management systems throughout the Agency and as support to the Director of Statewide Human Resources.

MINIMUM QUALIFICATIONS:

Bachelor's Degree in Human Resource Management, Business, Public Administration, Information Systems or a related field, or equivalent knowledge and skills; three years experience of mid-level responsibility in the field of Human Resources in at least two functional areas, one year of supervisory or work leader experience, and at least one year with a HR database or information system.

PREFERRED QUALIFICATIONS:

HR knowledge and experience acquired from working on special projects at the Agency level; knowledge of the organizational structure of ASDB; experience preparing and presenting reports which the Director takes to top-level administration.

ESSENTIAL DUTIES:

The duties and responsibilities of this position include but are not limited to the following:

- Researches, analyzes, and evaluates positions to determine appropriate classifications and relative worth. Conduct audits. Consults with unit management for needs analysis. Details distinguishing characteristics, levels of responsibility and authority, applied knowledge, skills, and abilities, and the essential functions of jobs.
- Provides advice and counsel to professional staff in response to requests for reclassification of existing positions and pay.
- Compares survey source data for classification and compensation analysis.
- Manages classification specification system (job descriptions) for the Agency.
- Provides technical assistance and consultation to management to facilitate organizational planning and evaluation of duties performed as enumerated in classification specs. Writes detailed reports based on research, analysis and evaluation of data pertaining to specific projects, conditions or proposals under study, involving application of expert or highly specialized knowledge, and recommendations for action to be taken or resolution of problems.
- Drafts related policies and procedures in the assigned areas.

PAY PLAN: <u>Classified</u>	GRADE: <u>16</u>	FLSA: <u>Exempt</u>	DATE: <u>Revised: 7/2006</u>
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- Determines the appropriate Fair Labor Standards Act (FLSA) designations; applies Department of Labor rules and regulations. Informs other staff regarding FLSA matters.
- Ensures equity for all employees in classification and pay. Reviews personnel actions for equity in pay grades and steps. Manages position control. Calculates salaries and confers with Payroll.
- Administers Classification Maintenance Review processes designed and conducted by the Arizona Department of Administration (ADOA); suggests recommended changes.
- Assists in compiling and preparing information for reporting purposes as support to the Director, including equal opportunity reports.
- Establishes positive working relationships with others to obtain information updates and to provide information to others. This includes salary survey responses and organizational structure survey responses.
- Monitors information entered into the HRM System to ensure accuracy and compliance with ADOA rules and ASDB policies and procedures.
- Supervises subordinates.
- Confers with Director providing necessary information and advice; receives instruction and guidance; attends scheduled department meetings.
- Performs additional related duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of currently accepted Human Resource Management Principles and practices applicable to assigned program areas.
- Knowledge of Federal and State statutes, agency policies, procedures, rules, and regulations, including Fair Labor Standards Act (FLSA) and EEO.
- Knowledge of current court decisions and pending legislation affecting duties assigned.
- Knowledge of organizational structure and operational procedures.
- High skill in oral and written communications.
- Skill in problem analysis and resolution.
- Skill in the use of PCs and related software.
- Skill in organization and management of time and resources.
- Skill in decision making, management and leadership.
- Skill in research, analysis, and mathematical statistical methodology.
- Ability to develop and maintain effective working relationships.
- Ability to effectively supervise staff.

WORKING CONDITIONS:

Travel is required. Work is sedentary in nature. Digital keyboard work is necessary. Mental analysis and synthesis required. Mathematical computational ability necessary. Mobility for observing job duties at other sites and vision for distance up to 4 feet required for this position.